

CORRESPONDENCE

EXAMPLES OF FORMAT

Office of the Deputy Director for Support

CORRESPONDENCE SUBMITTED TO THE OFFICE OF THE DIRECTOR

Addressees are requested to take whatever steps necessary to insure that all memoranda submitted to the DCI, DDCI, or Executive Director open with a sentence similar to one of the three below:

- a. "This memorandum is for information only; particular reference is made to paragraphs \_\_\_\_, \_\_\_\_, and \_\_\_\_."
- b. "This memorandum suggests action on the part of the DCI, DDCI, or Executive Director; this action is contained in paragraph \_\_\_\_."
- c. "This memorandum submits a recommendation for your approval; this recommendation is contained in paragraph \_\_\_\_."



CENTRAL INTELLIGENCE AGENCY

WASHINGTON 25, D. C. 20505

OFFICE OF THE DIRECTOR

NOTE: Memoranda to the President are double-spaced.

MEMORANDUM FOR THE PRESIDENT

SUBJECT: Safety Program of the Central Intelligence Agency

In accordance with . . .

I wish to assure you. . .

W. F. RABORN  
Director

Attachment

\*\*\*\*\*

ON CIA COPIES ONLY:

DD/S:RLB:fp (ON DD/S COPIES ONLY)

Distribution:

- O&I - Addressee w/att
- 1 - Signing Official w/att
- 1 - ER w/att
- 2 - DD/S w/att
- 1 - D/Sec w/att

CONCUR:

R. L. Bannerman  
Deputy Director  
for Support

Date

NOTE: The Director's name is typed in all caps on memoranda only.

EXDIR SIGNATURE



**CENTRAL INTELLIGENCE AGENCY**

WASHINGTON 25, D. C. 20505

**OFFICE OF THE DIRECTOR**

Mr. John W. Smith

-----  
Washington, D.C. (zip code)

Dear Mr. Smith:

Thank you for. . . . .

We will. . . . .

Sincerely,

L. K. White  
Executive Director

\*NOTE: on external correspondence Executive Director title is used unless  
the subject matter concerns the Comptroller function in which  
case "Executive Director-Comptroller" is used.

\*\*\*\*\*

ON CIA COPIES ONLY:

DD/S:RLB:maq (date)

Distribution:

Orig & 1 - Adse

1 - Signing Official

1 - ER

2 - DD/S

(any other copies required)

CONCUR: \_\_\_\_\_

(Date)

R. L. Bannerman  
Deputy Director

for Support

Make an envelope for the letter to be forwarded to ER with package



CENTRAL INTELLIGENCE AGENCY

WASHINGTON 25, D. C. 20505

OFFICE OF DEPUTY DIRECTOR OF CENTRAL INTELLIGENCE

(This format applies to ExDir and DCI also --  
each letter must be on proper letterhead.)  
The Executive Director uses DCI letterhead.)



The Honorable Robert S. McNamara  
The Secretary of Defense  
Washington, D. C. 20301

Dear Secretary McNamara: (Find out if the person signing the letter  
knows the addressee personally, for instance

XXXXXXXXXXXXXXXXXXXX well enough to use his first name.)XXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.

XXXXXXXXXXXXXXXXXXXXXXXXXXXX, etc.

XXXXXXXXXXXXXXXXXXXXXXXXXXXX, etc.

XXXXXXXXXXXXXXXXXXXXXXXXXXXX, etc.

Sincerely,

Richard Helms  
Deputy Director

Enclosure (if any)

DD/S:RLB:fp ) On DD/S copies only.  
Distribution: )  
O&I - Addressee )  
1 - ER ) Distribution on CIA copies only.  
1 - Signing Official )  
1 - DD/S chrono )  
1 - DD/S subject )  
1 - DD/P )

(CONCURRENCE LINE FOR DD/S)

Note: Make an envelope for the letter to be forwarded to ER with package.

SUBJECT : XXXXXXXXXXXXXXXXXXXX XXXX XXXXXXXXXXXXXXX

- R. L. Bannerman**  
Deputy Director  
for Support

\*\*\*\*\*

Distribution: )  
 Orig - Adse )  
 1 - ER ) Not shown on original  
 1 - DD/S Subject )  
 1 - DD/S Chrono )

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

1. This memorandum contains a recommendation for your approval; such recommendation is contained in paragraph 4.

2. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX.

3. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
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4. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
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XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX.

R. L. Bannerman  
Deputy Director  
for Support

The recommendation contained in paragraph 4 is approved.

W. F. Raborn  
Director of Central Intelligence

Date

Distribution:

- 0 - Adse (for return to Action Office) (Distribution shown on original  
1 - ER via DD/S) on approval papers only.)  
1 - DD/S chrono  
1 - DD/S subject (w/held)  
1 - (any information addressee)

Note: If, for instance, the DD/P, General Counsel, or any other office outside the DDS were to sign CONCURRENCE on this approval memo, the concurrence lines would appear above the approval line.

## Memorandum of Conversation

SUBJECT : XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX

R. L. Bannerman, Deputy Director for Support

COPIES TO : DDCI, Ex.Dir.-Compt., D/F, OGC, DD/S (2)

- R. L. Bannerman**  
Deputy Director  
for Support

O - DD/S subject  
1 - each office listed above  
1 - DD/S chrono



PROPER WAY OF LISTING ATTACHMENTS

Approved For Release 2001/03/02 : CIA-RDP74-00005R000200080043-8

R. L. Bannerman  
Deputy Director  
for Support

Att

Memo dtd 5 Nov 65 to DD/S )  
fr D/Pers, subj: Recruitment ) If the attachment is clearly spelled out  
in the body of the memorandum, there  
is no reason to spell it out here.  
BUT -- Do NOT use the phrase "As stated",  
simply list "Att".

IF THERE ARE TWO OR MORE ATTACHMENTS:

2 Atts

Att 1: Memo dtd 5 Nov 65 to DD/S  
fr D/Pers, subj: Recruitment  
Att 2: Memo dtd 23 Oct 65 to DD/S  
fr D/Pers, subj: Recruitment

Note: Please try to avoid using Tab A, Tab B, Tab C, etc., in listing  
attachments.

IF THERE ARE ATTACHMENTS PLUS A COURTESY COPY LINE, they  
are shown as follows:

R. L. Bannerman  
Deputy Director  
for Support

cc: General Counsel  
Director of Personnel

Att

Reference (or, Referent memorandum)

NOTE: Memoranda have "Attachments"  
Letters have "Enclosures"

Approved For Release 2001/03/02 : CIA-RDP74-00005R000200080043-8

XERO